



**Northeast Swap and Play
Member Handbook**

Thank you for being a member of Northeast Swap and Play! We're delighted you're a part of our community.

Our mission is to support families with young children by providing an affordable, community-centered play space and swap shop. We strive to maintain a space that is welcoming and accessible to all, where children and their families can play, share resources, and become more connected to their community.

In order to help this wonderful project thrive, we ask that you carefully read this member handbook. Then, sign the agreement and liability waiver appended to this handbook. ***Your membership will only be active when this step is complete.***

Section 1: Membership Information and Benefits

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Part 1: NESAP Membership Information and Benefits

Northeast Swap and Play is a community play space and swap shop. Check our website for current hours. Our schedule is subject to change.

Membership is sold in 3-month sessions, and members sign up for auto-pay upon purchase. Should you wish to cancel, it is your responsibility to do so before the next 3-month session begins. You will receive a reminder email a few days before you are billed for the next session.

Memberships are sold at tiered prices. We also offer trade and scholarship memberships. Trade memberships are free to members who contribute 2 or more hours of volunteer work each month. Scholarship memberships are pay-what-you-can and are available on a case by case basis. Please email us for more info.

There is a \$20 enrollment fee when you join NESAP. If you cancel your membership and then reactivate it later, you will be charged another enrollment fee.

Members are allowed to visit the space as often as you wish, for as long as you wish, whenever we are open. Please DO NOT come into the space during closed hours.

Members may bring a guest family of up to 4 people (no more than 2 adults), once a month. Please be sure your guests sign in and out, and please ensure that they understand and follow the rules listed in this handbook.

Members get a discounted rate on private rentals of any space in the church.

Members will receive a bi-monthly email with upcoming events and other NESAP info.

Please email info@neswapandplay.org with any questions, ideas, feedback or requests.

Part 2: Using the Space

Above all, please treat each other and our space with compassion and respect.

Clean up after yourself before you leave. Please don't skip this step.

Building Use and Issues

Enter through the Swap and Play door on the east side of the building, down the path near the Swap and Play sign. Do not enter through the church unless you are not physically able to use the stairs. Members who need ADA access to the elevator may enter through the front door.

DO NOT give the door code to anyone else. Members can always text the Swap Coordinator for the current code. DO NOT let children open the door, or give them the door code. The code will be updated every 3 months, and emailed to all members.

We do not usually have a staff person or volunteer onsite. If an issue arises, there is a list of contacts near the door, with information on who to contact depending on the type of problem. In the case of a true emergency please call 911.

Food

You are welcome to bring food to Swap and Play. There are several great restaurants nearby, or bring your own food from home. Please only eat in the food area (water, breastfeeding, and bottle feeding are fine throughout the space). Clean up the food area when you're done. Wipe down surfaces and wash your hands. Cleaning supplies are located under the sink. Members may use the kitchen to store items in the fridge, use the sink, and warm things in the microwave.

Northeast Swap and Play is a 100% peanut free space.

Hygiene and Safety

Everyone in your party should wash their hands or use hand sanitizer upon arriving, after using the bathroom, before and after eating food, and any time they become soiled. Please teach children in your group to sneeze and cough into their elbows, and wipe drippy noses.

Do not come to Swap and Play if you or any of your children:

- Have had a fever, diarrhea or vomiting in the last 24 hours.
- Has a known infectious illness

- Has thick, green or yellow mucus
- Is coughing frequently
- Has an unexplained rash
- Have been exposed to Covid, flu, or other infectious illnesses

If a child puts a toy in their mouth or otherwise soils it, please place that toy in one of the orange buckets around the space. Please put all soiled diapers in the diaper genie, not the regular trash can (or pack them out).

There is a small first aid kit next to the sink, and a more extensive one in the room directly across the hall and in the main kitchen. There is a fire extinguisher located next to the sink, and a defibrillator located on the first floor, in the hallway down from the main office (there is a sign indicating its location). If you need to clean up bodily fluids (blood, urine, vomit), please follow the protocols posted near the sink the play area, and use the cleaning supplies provided.

Please remove your shoes and leave them on the shoe rack. Strollers must be left outside the building.

Part 3: Playing Together

This is a shared space, and each family here has different values, experiences, and ways of being together. Please honor those differences, and talk through them respectfully if they cause conflict. Remember we are modeling community behaviors for our children with every interaction. Should difficult conflicts arise, we can arrange a meeting with an independent mediator.

You are responsible for directly supervising the children you bring to Northeast Swap and Play. Swap and Play is in no way responsible for the care your child receives here. You are responsible for informing any other caretakers of Swap and Play guidelines. Additionally, it is your responsibility to determine the safety and age appropriateness of the toys in the space.

Rough play is not allowed at Northeast Swap and Play. If children are playing roughly or being unkind, please intervene in a calm and respectful way. It is normal and developmentally appropriate for young children to experience conflict and frustration during play, and it is fine to give them a chance to work it out on their own - but observe, and help them if they need it.

Keep items in their appropriate area, and put them away when you are done with them.

Only kids (not toys) can go down the slides. Ensure that children do not climb up the slides, and that they make sure the bottom is clear before sliding.

Swap and Play is designed for children ages 0-6. Older siblings are welcome, but please remind them that the safety and enjoyment of our younger friends is our priority.

We would like NESAP to be a screen-free space to the extent possible. Please do not allow your children to play on phones or tablets, and please be mindful to limit your own phone use to essentials only.

Finally, be mindful of your conversations while in Swap and Play, and keep topics and language appropriate for our young patrons.

One more time: clean up before you go!

Part 4: Swapping Items

Items for swapping are kept in the swap room adjacent to the play area. Items in the play area are not available for swapping.

Leave only clean, *gently* used items. Clothing with stains or holes, toys that are broken or missing parts, and other such items are not suitable for swapping. Anything donated to the swap room should be in new or like-new condition. Leave items in the donation area - a volunteer will sort and shelve them.

Be mindful of how much you give and how much you take. Remember that everyone's needs are different. Take what you need. Give what you can.

Donations to the swap room will be sorted by a volunteer at least every other week. Items that have been here a long time, or that are not appropriate for the swap room, will be donated to a local charity or discarded.

Safe Sanctuary Statement

As building users of Rose City Park United Methodist Church, and in accordance with the standards set by the Oregon-Idaho Annual Conference of the United Methodist Church, Northeast Swap and Play is committed to creating an environment of safe sanctuary for children, youth, and vulnerable adults and those who work with them.

Northeast Swap and Play welcomes all families, regardless of race, gender, ethnicity, language, sexual orientation, religion, ability, income or any other factor. It is our goal to create a warm, diverse, inclusive place where all are welcomed and differences are valued.

If you feel unsafe for any reason at Northeast Swap and Play, or you observe a situation where another person is made to feel unsafe, please alert a NESAP volunteer as soon as possible. NESAP leadership will work with all persons involved to resolve the conflict or remedy the situation. It is our highest priority that all people are welcome and safe in our space.

By signing below, you indicate that you and your family have read this handbook, and agree to follow the guidelines described above.

Full Name

Signature

Date

Northeast Swap and Play Liability Waiver

Please read carefully and sign below

In consideration of being allowed to enter the play area at Northeast Swap and Play ("NESAP"), to use any equipment or to participate in any event, the undersigned, on his or her behalf and on the behalf of the minor(s) listed below, enters into this release and waiver, as follows:

1. The undersigned knowingly, voluntarily and fully assumes all risks; known and unknown, associated with the attendance at and/or participation in any and all activities, programs, parties or food and/or drink consumption or any other event at the NESAP facility, and waives all claims for damage to personal property or injury to person arising from such participation and expressly releases and waives any and all claims for damages. The undersigned does hereby surrender and waive any rights to sue or exercise any legal right to seek damage against NESAP or any affiliates thereof, its owners, officers, members, agents, employees, directors, trustees, affiliates, other persons or entities acting on their behalf. THIS RELEASE AND WAIVER COVERS RISKS OF DEATH, SERIOUS INJURY, AND PROPERTY LOSS ARISING FROM NEGLIGENCE OR CARELESSNESS OR GROSS NEGLIGENCE ON THE PART OF THE PERSONS OR ENTITIES BEING RELEASED AND OTHER PARTICIPANTS.
2. The undersigned certifies that he or she is physically fit and may participate in the activities available at the NESAP facility, and has not been advised to the contrary by a qualified medical professional. The undersigned further certifies that he/she is aware of and is solely responsible for their consumption of any food or drink while at the NESAP facility.
3. The undersigned on his or her behalf and on behalf of any executor, heirs, successors and assigns, hereby releases, discharges, and holds harmless any authorized entity doing business as NESAP, including its owners, officers, members, agents, employees, directors, trustees, affiliates, other persons or entities acting on their behalf from any and all claims, damages, or liability arising from death, disability, personal injury, property damage, or theft, or any kind of action. THIS INDEMNITY COVERS RISKS OF DEATH, SERIOUS INJURY, AND PROPERTY LOSS ARISING FROM THE NEGLIGENCE OR CARELESSNESS OR GROSS NEGLIGENCE ON THE PART OF THE PERSONS OR ENTITIES BEING INDEMNIFIED.
4. The undersigned agrees to pay for all damages to the facilities of NESAP caused by them or their family's negligent, reckless, or willful actions.
5. The undersigned agrees to abide with rules and conditions of participation and/or attendance, posted at or explained by an employee at NESAP facility. If the undersigned experiences any significant hazard or injury during such participation, the undersigned will promptly inform a NESAP staff member or volunteer.

6. The undersigned acknowledges that this release and waiver of liability form will be used and relied upon by NESAP, and that it will govern the undersigned's actions and rights.
7. In addition to any rules posted on premises, rules that must be followed: Shoes are not allowed on the play floor and socks must be worn at all times. Adults must supervise their children at all times. Children and adults must show respect to other consumers, the volunteers, and the equipment at all times.
8. Each participant must have a form signed, either by them or if they are under the age of 18 years, then signed by a legal guardian/parent/designated representative. If a person is not signed then the person will not be able to participate in NESAP activities, events, classes, or use the facilities (play area). If a membership is purchased, the waiver will cover the length of the membership.
9. I promise to indemnify NESAP for any attorneys' fees and/or costs incurred to enforce this agreement, including all costs associated with any collection efforts. Further, should any debt and/or judgment accrue in favor of NESAP, prejudgment and post-judgment interest shall accrue thereon at a rate of 18% per annum.
10. Any provision of this Agreement that shall be prohibited or unenforceable shall be deemed ineffective to the extent of such prohibition or unenforceability without invalidation of the remaining provisions thereof, which shall all remain in full force and effect.
11. I represent that I am the parent or legal guardian of the child(ren) named below, or I have obtained permission from the parent/legal guardian of such child(ren) to execute this agreement on their behalf. I agree that the child(ren) named below and I shall comply with all stated and customary terms, posted safety signs, rules, and verbal instructions as conditions for participation in any program and/or class at NESAP. I am aware that there are inherent risks associated with participation in NESAP's programs, classes, and/or use of the playroom. I either have full knowledge and understanding of the nature and extent of such risks or I expressly recognize that there may be some risks unknown to me and sign this document knowing that it shall be effective with respect to such risk. I, on behalf of myself and the child(ren) names below, knowingly and freely assume all such risks, including, but not limited to, personal injury, death, and property damage, and those risks that may arise out of the negligence of other child(ren) and/or those arising out of or relating to participation in any and all of the NESAP's programs, classes, or use of the playroom.

Any controversy, dispute, or claim arising out of or related to this Agreement, which the parties are unable to resolve by mutual agreement, shall be settled exclusively by submission by either party of the controversy, claim or dispute to binding arbitration; said arbitration to take place exclusively before a single arbitrator located within 25 miles of the Event location and in accordance with the rules of the American Arbitration Association then in effect.

I agree that this Waiver and Release is intended to be as broad and inclusive as permitted by the laws of the State of Oregon, and that this Waiver and Release shall be governed and interpreted with the laws of the State of Oregon. If any provision or provisions of the Waiver and

Release shall be held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

I have read this document before signing, and I fully understand the content, meaning and impact of this consent, waiver, indemnity and release.

Child's name

DOB

Child's name

DOB

Child's name

DOB

Child's name

DOB

Parent/Guardian name

Parent/Guardian signature

Date